

APPLICATION FOR RECORDS DISPOSITION STANDARD

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3. Dept., Division, Subdivis	ion & Administering Office Address	1	FOR RECORDS MAI	NAGEMENT D	IVISION USE
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	of Planning and Pub UMTA Relations	Ollo Allantp,	NOV 28 1977	77-6	63 JAN 5 1978
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401 West Pea	achtree St., N. E.				
Atlanta, Ga.	30308	= tale-bine			6. Telephone Number
4. Person to Contact	-II Ψ-1	5. Working	Title Assistar Coordinator		6. Telephone Number 586-5060
H. N. "Johnr	ly" Jonnson	OFILE	COOL GINACO.	<u> </u>	200-2000
7. Action Requested a সুস্থি Establish Retentio	on Schedule; record will continue to a	ecumulate.			
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8. Dates of Series	9. Records Series Title (follo	owed by title used in office,	: if different)		
Earliest Latest	sent UMTA Relation	ons General Su	ıbject Files	s.	
10. Division and Office Fund	tion What is the function of th	ne Division and the Office in	which this record serie	es is created?	
This Division	n serves as advison	r to the MART	A Board and	Staff (on U.S. Depart-
ment of Trans	sportation and Urba	an Mass Transp	portation Ad	dminist	ration. It is
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	ge Phase A Program. o ensure timely, et				
	ensure timely, en re requirements for				
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coordination	process, and provi	iding continu:	ity in comm	unicatio	ons with Federal
	serving as a sing!	le point of co	ontact with	in MART	A for all UMTA
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matters. 11. Record Series Description		owing documents (include f			· · · · · · · · · · · · · · · · · · ·
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YES NO	14. Questionnaire (Place an "X" in the proper column)	:
17	a. Is this the official copy of the series?	
X	If not, where is it?	·
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation,	
X	c. Is this a vital record?	
	d. Does this series have historical or long term research value?	
X	g. When one or two documents in the life make it necessary to keep the entire life for a long period, could these documents	gbe
	scheduled separately?	
X	f, Is the information contained in this series ever published? If yes, attach copy.	
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?	
	h. Is there a duplication of this series in your office, or in another office or agency?	
X	If yes, where?	
	i. Is this series for a major portion of it) regularly microfilmed?	
	j. Does the record series result in a computer printout?	
15. Retent	The following requires the series to be kept:	
a. Sta	ate Law years. d. Audit period	years.
b. Sta	atute of limitation years. e. Administrative need	years.
c. Fed	ederal law	γears.
Attach	h copy or excert of laws or regulations. Explain administrative need.	•
TIMT 2	A External Operating Manual Chapter III D. Dansey 10 D	
	A External Operating Manual, Chapter III-D, Paragraph 10, Page	41.
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16. Appro	oved Disposition Instructions This agency recommends that the file series be cut off at the end of each:	•
,	XXXCalendai Year; Fiscal Year; Other	then,
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ХХ Но	old in the current files area month(s) year(s); then	
	ransfer to local holding area; hold year(s); then	•
Ĭ	ransfer to State Records Center; hold year(s); then	
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	ansfer to State Archives for permanent retention.	
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These	e instructions apply to all prior and future accumulations of the series.	
47 4555	(Indicate briefly rationale for recommendations above/or write additional remarks):	
17. APPR		/ Date
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William Control

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